

Recruitment and Selection

Attract and recruit the right employees through a robust recruitment and selection process.

Module Duration: 40mins

Everything we do is to improve the working life and empower practice staff to help enhance the patient experience.

Many recruitment processes can be dealt with in a haphazard unstructured way resulting in inconsistent approaches and poor hires, which in turn can result in high staff turnover or underperformance.

This module will show you how to link each stage of the process, ensuring that each stage is structured and aligned to the main aim of process – bringing in talent that will contribute to the performance of the organisation.

A blended approach is utilised with each module containing relevant theory alongside interactive activities and opportunities for reflection.

An end of module assessment will evaluate your understanding of the content covered and individuals will receive a certificate of successful study, whilst a learning review document will allow individuals to recap the key elements covered at another time.

For information about our complete suite of professional development topics, or if you have any other questions, please visit the website:

www.ararna.co.uk/elearning

or E-Mail:

elearning@ararna.co.uk

Recruitment & Selection Module Structure

- ▲ Developing an accurate job description
- ▲ Search and selection methods
- ▲ Interviewing preparation and techniques
- ▲ Structuring competency style questions
- ▲ Evaluating interviews
- ▲ Following the interview
- ▲ Module Review Assessment
- ▲ Certificate of Completion (70% pass grade)
- ▲ Module Learning Review Document

Benefits of Recruitment & Selection

- ▲ Planning and preparing for a successful recruitment process
- ▲ Understanding competency based interviewing
- ▲ Screening and assessing the right candidates